



The U.S. Department of Justice (DOJ), [Office on Violence Against Women](#) (OVW) is pleased to announce that it is seeking applications for funding under the Recovery Act Grants to State Sexual Assault and Domestic Violence Coalitions Program.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the U.S. Department of Justice with funding for grants to assist state, local, and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. DOJ is committed to working with our national, state, local and tribal partnerships to ensure this funding invests in the American workforce.

Specifically, under this solicitation, OVW will be making awards to provide technical assistance and increase or retain staffing.

## OVW Recovery Act Grants to State Sexual Assault and Domestic Violence Coalitions Program

### Eligibility

Applicants are limited to State Sexual Assault and Domestic Violence Coalitions.  
(See "Eligibility" on page 5)

### Deadline

**Registration with Grants Management System ([GMS](#)) is required prior to application submission. Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission. Applicants, including those applying through GMS, must register with the Central Contractor Registration (CCR) database.**

All applicants should register online with GMS by **March 13, 2009**.

All applications are due by 8:00 p.m. e.t. on **March 24, 2009**.

(See "Deadline: Application" on page 6)

### **Important Note to Prospective Applicants**

This solicitation is issued pursuant to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), which was signed into law by the President Obama on February 17, 2009. As of the date this solicitation is issued, government-wide guidance is still forthcoming on various aspects of the Act.

Applicants are strongly advised to check the appropriate website and [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm) periodically (including before submitting an application) for updates to this solicitation and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

### **Contact Information**

For assistance with the programmatic requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance relating to the on-line application system, call – the Grants Management System Support Hotline at 1-888-549-9901, option 3.

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

*For OVW procedures to address technical problems related to the submission of your application, please see page 6.*

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# **OVW Recovery Act Grants to State Sexual Assault and Domestic Violence Coalitions Program**

**(CFDA 16.556)**

## **Overview**

This grant program is authorized by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the “Recovery Act”) and by 42 U.S.C. 3796gg-1(b),

The stated purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive States and local tax increases.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website – Recovery.gov – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

**Note:** Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OVW Director, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and funding availability when making awards.

## **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

## **About the OVW Recovery Act Grants to State Sexual Assault and Domestic Violence Coalitions Program**

Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness activities, and public policy advocacy (e.g., state coalitions might work with law enforcement, prosecution, faith-based and community organizations to enhance their responses to victims of sexual assault). Statewide domestic violence coalitions provide comparable support to member battered women’s shelters and other domestic violence victim service providers. The Recovery Act Grants to State Sexual Assault and Domestic Violence Coalitions Program (Recovery Act State Coalitions Program)

can help meet the goals of the Recovery Act through the technical assistance they provide to member programs.

For approximately one-third of States and territories, these support services are provided through a single or dual sexual assault and domestic violence coalition. For the small number of States where more than one state sexual assault and/or domestic violence coalitions exist, only those who meet statutory eligibility requirements will be eligible (See OVW's website for a current list of eligible state sexual assault and dual coalitions, <http://www.ovw.usdoj.gov/statesexual.htm>, and eligible state domestic violence and dual coalitions, <http://www.ovw.usdoj.gov/statedomestic.htm>).

## **Deadline: Registration**

### **Registering with OJP's Grants Management System (GMS)**

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) Obtaining a Data Universal Numbering System (DUNS) number; (2) Registering your organization with the Central Contractor Registration (CCR) database; and (3) Registering with GMS prior to applying.

**The deadline to register is 8:00 p.m. Eastern Time on March 13, 2009.**

**A DUNS number is required.** All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required.** In addition to the DUNS number requirement, OVW requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on March 24, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by March 24, 2009. See page 9 for further instructions on this.

## Eligibility

**It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.**

By statute, eligible entities for this program are:

Eligible Entity	State Coalitions Program
<u>State Sexual Assault Coalitions</u> (See OVW's website for a current list of eligible state sexual assault coalitions, <a href="http://www.ovw.usdoj.gov/statesexual.htm">www.ovw.usdoj.gov/statesexual.htm</a> .)	State sexual assault coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State Coalitions Program.
<u>Dual Sexual Assault and Domestic Violence Coalitions</u> (See OVW's website for a current list of eligible state sexual assault and dual coalitions, <a href="http://www.ovw.usdoj.gov/statesexual.htm">http://www.ovw.usdoj.gov/statesexual.htm</a> , and eligible state domestic violence and dual coalitions, <a href="http://www.ovw.usdoj.gov/statedomestic.htm">http://www.ovw.usdoj.gov/statedomestic.htm</a> .)	Dual coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State Coalitions Program.
<u>State Domestic Violence Coalitions</u> (See OVW's website for a current list of eligible state domestic violence coalitions, <a href="http://www.ovw.usdoj.gov/statedomestic.htm">http://www.ovw.usdoj.gov/statedomestic.htm</a> .)	State domestic violence coalitions are eligible for funding through the State Coalitions Program and should provide programming, activities, and budget details attributed to the purpose areas of the State Coalitions Program.

### **Additional Requirements related to the Recovery Act (including certification requirements):**

Reporting on the Use of Funds. In order to be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) not later

than 10 calendar days after the end of each calendar quarter. Detailed information on section 1512(c) appears below, under “Accountability and Transparency under the Recovery Act.” A template for the certification is included in the appendix. Applicants may expect that a standard form and/or standard reporting mechanism will be made available at a later date.

### **Funding to Faith-Based and Community Organizations**

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Applicants are encouraged to review the Civil Rights Compliance section at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## **OVW Recovery Act Grants to State Sexual Assault and Domestic Violence Coalitions Program—Specific Information**

**All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional DOJ funding.**

### **Award Period**

The award period for these grants will be 24 months. **All budgets must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

## **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. Recovery Act State Coalitions Program funds will be awarded based on the following guidelines:

### Sexual Assault Coalitions

Sexual assault coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas and budget for no more than **\$78,125**.

### Dual Sexual Assault and Domestic Violence Coalitions

Eligible dual sexual and domestic violence coalitions will receive the combined allocation for activities under the State Coalitions Program purpose areas. Dual coalitions must ensure an equitable distribution of funds in their budgets to sexual assault and domestic violence related activities. Thereby, dual sexual assault and domestic violence coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas budgeted for no more than **\$156,250**.

### Domestic Violence Coalitions

Domestic violence coalitions in each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands should propose activities under the State Coalitions Program purpose areas budgeted for no more than **\$78,125**.

## **Program Scope**

The statutory program purposes for the Recovery Act State Coalitions Program are described below:

### State Coalitions Program Statutory Purposes

By statute, funds under the Grants to State Sexual Assault and Domestic Violence Coalitions Program may be used for the following purposes:

- Coordinating state victim services activities; and
- Collaborating and coordinating with federal, state, and local entities engaged in violence against women activities.

### Examples of activities that may be supported

Grant funds may be used for activities related to the purposes of the Recovery Act, such as the following:

- Providing training and technical assistance to member agencies, including “train-the-trainer” conferences, interpreters or translation support for culturally-specific populations;
- Expanding the technological capacity of coalitions and/or member programs;
- Conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- Bringing local programs together to identify gaps in services and to coordinate activities;



- Increasing the representation of underserved populations in coordination activities, including providing financial assistance to organizations that serve underserved communities to participate in planning meetings, task forces, committees, etc.; and
- Increase personnel for the purposes above or retain personnel that current funding would otherwise not be able to support.

#### Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Crafting policies that require victims to report domestic violence, sexual assault, dating violence or stalking crimes to law enforcement or that require victims to participate in criminal proceedings;
- Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of domestic violence, sexual assault, or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection); and
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.

**Procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.**

#### Unallowable Activities

Grant funds under the Recovery Act Grants to State Sexual Assault and Domestic Violence Coalitions Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Sub-contracting grant funds to member programs for the provision of direct services;
- Building modifications, including such seemingly minor activities as carpeting and painting;
- Hiring a grant writer or paying any portion of staff salaries for this purpose; or
- Sexual Assault Forensic Examiner projects;
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- Addressing child abuse, including physical and sexual abuse.

**Non-supplanting:** Federal funds must be used to supplement existing State and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3)

<http://www.ojp.usdoj.gov/financialguide/index.htm> . Additional information appears on the "OJP

Recovery Act Additional Requirements” webpage at [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm).

### **Recovery Act: Contracts**

Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OVW will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

### **Recovery Act: Limit on Funds**

The Recovery Act specifically provides that funds may not be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

### **Recovery Act: Use of Funds in Conjunction with Funds from Other Sources.**

Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See “Accountability and Transparency under the Recovery Act.”)

## **Accountability and Transparency under the Recovery Act**

### **Separate Tracking and Reporting of Recovery Act Funds and Outcomes**

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

### **Quarterly Financial and Programmatic Reporting**

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OVW’s standard reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be **due within 10 calendar days after the end of each calendar quarter**, starting July 10, 2009. The information from grantee reports will be posted on a public website.

To the extent that grant funds are available to pay a grantee's administrative expenses, those funds may be used to assist the grantee in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

**Programmatic and Financial Reporting Periods**

**Due Dates**

**October- December**

**January 10**

**January- March**

**April 10**

**April-June**

**July 10**

**July-September**

**October 10**

Recovery Act grant recipients may expect that the information posted by OVW will identify grantees that are delinquent in their reporting. In addition, in keeping with standard OVW practice, grant recipients who do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OVW, including, but not limited to, restrictions on eligibility for future OVW awards, restrictions on draw-down on other OVW awards, and suspension or termination of the Recovery Act award.

Funding recipients may expect that a standard form and/or reporting mechanism may be available. Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, all applicants should be aware that the Recovery Act section 1512(c) provides as follows:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--

- (1) the total amount of recovery funds received from that agency;
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--
  - (A) the name of the project or activity;
  - (B) a description of the project or activity;
  - (C) an evaluation of the completion status of the project or activity;
  - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
  - (E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.
- (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

## **Reporting Fraud, Waste, Error, and Abuse**

Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

**Mail:** Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

**E-mail:** [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

**Hotline:** (contact information in English and Spanish): (800) 869-4499

**Fax:** (202) 616-9881

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig/>.

The Recovery Act provides certain protections against reprisals for employees of non-federal employers who disclose information reasonably believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act.

## **Performance Measures**

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	<b>1)</b> The number of member programs belonging to the coalition; <b>2)</b> The number of trainings conducted by the coalition; and <b>3)</b> The number of participants attending coalition trainings.	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawa/mei/formstate.htm">http://muskie.usm.maine.edu/vawa/mei/formstate.htm</a> for a sample form.
<i>Recovery Act:</i> Create and retain jobs and promote economic growth.	<b>1)</b> Number of jobs retained due to Recovery Act funding; and <b>2)</b> Number of jobs created due to Recovery Act funding.	This information will be provided to OVW through the quarterly financial and programmatic reporting described on page 11.

## How to Apply

**Grants Management System Instructions.** Applications, including supporting documentation, must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OVW will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xls), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application, including signed copies of all required Assurances and Certifications, **postmarked by March 24, 2009** to:

**The Office on Violence Against Women**  
**OVW Recovery Act Grants to State Sexual Assault and Domestic Violence Coalitions Program**  
**800 K Street, N.W., Suite 920**  
**Washington, D.C. 20001**  
**(202) 307-6026**  
**Attn: Traci Rollins-Johnson**

## CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.556, titled "State Sexual Assault and Domestic Violence Coalitions Program"

## What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove an application from further consideration prior to review if the application is incomplete.** The proposal should follow the order below for easy reading. **Please be sure to number each page of the application.**

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than two pages each for Summary Data Sheet and Abstract
- No more than 10 pages for the Program Narrative

### Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. However, it should also be printed out and included in the hard copy that is submitted for consideration. The Catalog of Federal Domestic Assistance number for this program is 16.556 (block 10). Please be sure that the federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in Type of Applicant, please do not select "Other."

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

### Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

### Narrative

The following narrative will be submitted as an attachment in GMS. Note that the Program Narrative (Items A through C below) may not exceed 10 pages in total.

#### A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, fax number, and e-mail address for the authorized official and point of contact;
- Whether the fiscal agency has expended \$500,000 in federal funds in the past fiscal year.

B. What Will Be Done

This section should briefly:

- Describe project goals and objectives;
- Describe tasks and activities necessary for accomplishing each, and including a time line that identifies when activities will be accomplished; and
- Describe products that will be generated and how they could be used to assist member programs and/or collaborative efforts with federal, state, or local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to OVW for review and approval prior to public release.

In addition, if applicants are proposing to use any technology (including, but not limited to, security systems, GPS, hotlines, and databases) they should explain how they plan to address any victim safety concerns that may arise from the use of the technology, such as confidentiality, safety planning, and informed consent.

C. Economic Recovery

Applicants must provide an explanation of how funding under this Program will be used to create or retain jobs and promote economic growth. If jobs would be lost without funding under this program, for example if the state funding for such jobs has been cut, use of funds under this program to retain such jobs is not considered supplanting.

**Budget Detail Worksheet and Narrative**

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in GMS. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend meetings or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence, dating violence, sexual assault, and/or stalking victim services programs.

**Budget Caps**

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project activities and costs. Please see page 8 for specific award amounts.

## Budget Requirements

The following is a short list of budgetary guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- Applicants **may not** allocate any grant funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze, or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP's Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/training/fmts.htm>.

A Sample Budget Detail Worksheet is available at <http://www.ovw.usdoj.gov/applicants.htm>. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget narrative should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined. A sample of a completed budget is available at <http://www.ovw.usdoj.gov/applicants.htm>. However, it is not specific to this program so be sure to pay attention to the requirements of this solicitation including budget caps, length of awards, and unallowable activities.

## Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.

## Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last three years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf). Applicants should also include



the cognizant federal audit agency and fiscal year on the first page. In addition, be sure to submit the applicant organization's current year's audit report with the Financial Capability Questionnaire.

### **Indirect Cost Rate Agreement**

If the applicant organization is requesting indirect costs for this project, please include a copy of the organization's current, signed indirect cost rate agreement. For additional information on this requirement, please visit <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

### **Audit Letter Requirement**

Applicants are required to submit with their application a brief letter, on official letterhead signed by the authorizing official, stating clearly if they have or have not expended in excess of \$500,000 in federal funds during the past fiscal year. If the applicant has not exceeded this threshold, they may simply state this in the letter. If the applicant has exceeded the \$500,000 limit, they must indicate when a single audit review was performed and the issued report submitted to the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/index.html>. Grant award processing will be delayed without the inclusion of this documentation. (Please refer to OVW's website, <http://www.ovw.usdoj.gov/applicants.htm>, for a sample Audit Letter).

## **Additional Requirements**

Successful applicants selected for awards under this Recovery Act solicitation must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm). References to OJP and its components are deemed to refer to OVW, as applicable.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements, includes Single Audit Act Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)

- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act
- Section 1511 of the Recovery Act: Certifications
- Section 1602 of the Recovery Act: Preference for Quick-Start Activities
- Section 1604 of the Recovery Act: Limit on Funds
- Section 1605 of the Recovery Act: Buy American
- Section 1606 of the Recovery Act: Wage Rate Requirements
- Section 1607 of the Recovery Act: Additional Funding Distribution and Assurance of Appropriate Use of Funds
- Section 1609 of the Recovery Act: Relating to National Environmental Policy Act

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications.

## OVW Application Checklist

**Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation.** Applications will not be accepted via facsimile. **Although most parts of the application need to be submitted through GMS as well as in hard copy form, the hard copy will be reviewed.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as “narrative.txt.”

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet and project narrative;

- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire (if applicable); and
- Audit Requirement Letter.

**The application number must be included on the cover page of all attachments.** Detailed instructions on how to use the GMS system to submit your application online are available on OVW's website, <http://www.ovw.usdoj.gov/applicants.htm>. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application, **postmarked by March 24, 2009** to:

**The Office on Violence Against Women  
800 K Street, N.W., Suite 920  
Washington, D.C. 20001  
(202) 307-6026  
Attn: Traci Rollins-Johnson**

## **APPENDIX A**

### **CERTIFICATION AS TO RECOVERY ACT REPORTING REQUIREMENTS**

U.S. DEPARTMENT OF JUSTICE  
OFFICE ON VIOLENCE AGAINST WOMEN

**Recovery Act – Grants to State Domestic Violence and Sexual Assault Coalitions  
Grants Program**

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office on Violence Against Women, U.S. Department of Justice:

I have personally read and reviewed the section entitled “Accountability and Transparency under the Recovery Act” in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that the Office on Violence Against Women grants, including certifications provided in connection with such grants, are subject to review by Office on Violence Against Women, and/or by the Department of Justice’s Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office on Violence Against Women).

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Full Name of Applicant Entity

\_\_\_\_\_  
Date